

**Lynnfield Public Library  
Minutes of the Board of Trustees  
October 3, 2019**

**CALL TO ORDER**

Meeting was called to order by Bob Calamari at 6:52 pm at the Lynnfield Public Library, Green Room. Roll call was taken. Present were Bob Calamari, Chair, Faith Honer-Coakley, Vice-Chair, Russ Boekenkroeger, Rich Mazzola, Janine Rodrigues-Saldanha, Jennifer Inglis, Director and Patty Nutile, Secretary. Chair informed the attendees that the meeting was being recorded.

**APPROVAL OF MINUTES**

A motion was made and seconded to accept the minutes of September 11, 2019, with the addition of two amendments, subject to future amendments or corrections. The vote was unanimous. Motion passed. (Faith Honer-Coakley/Russ Boekenkroeger)

**FINANCIAL REPORTS**

- Monthly Financial Summary: A transfer will be voted on at Fall Town Meeting to move funds from the Librarians Salaries to the Other Professional line item to cover the FY20 BiblioTemps expenses.
- State Aid Detail Report: August 2019 State Aid expenses reflect the monies spent at FY19 year-end to cover the \$254.34 overage. State Aid will be kept for future building expenses, unless something significant arises.

A motion was made and seconded to accept the August 2019 Financial Summary and State Aid Report as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

**DIRECTOR'S REPORT**

- Important Dates:
  - 10/4/19: Financial Report closes. The MAR (Municipal Appropriations Requirement) is the most important piece for certification, which we met.
  - 10/8/19: BOT/FOLL Potluck Dinner. Jen will speak with Shay about fundraising ideas.
  - 10/20-22: New England Library Association (NELA) Conference. Jen and Kat will attend.
  - 10/21/19: Fall Town Meeting
  - 11/2/19: Bonus FOLL Book Sale, at Library
  - 11/4/19: MLS (Massachusetts Library System) Annual Meeting
  - 11/12/19: Trustees Meeting
- Staff Kudos: Jen appreciated the staff's help with the Financial Report. A patron who attended a one-on-one technology session complimented Nicole. Jen commended Kat for doing a wonderful job scheduling the 64 circulation desk hours every week.
- Staff and Union Negotiations:
  - Union negotiations are still ongoing.
- Collaborations/Partnerships:

- A Healthy Lynnfield received a \$250,000 five year grant (\$25,000 per year) which is partially for programming to keep kids from abusing substances. Jen, Abby and Lauren met with Peg Sallade to discuss ways to collaborate.
  - Abby is working with the Lynnfield Tree Committee to co-sponsor a Lynnfield Cultural Council Grant for their photography exhibit. She is also discussing partnering with Jennifer Welter of the Conservation Committee and the Recycling Committee.
  - A Rebel Girls Series is an after school program held at the Middle School. The parents running it are collaborating with us to host a showcase of the participants' work.
  - Lauren met with Janice Alpert, the High School's Librarian. They will choose a time for Lauren to sign up students for library cards. Lauren is also reaching out the Middle School Librarian.
- Building:
    - Palladium Window: A manufacturer was recently in to look at the window.
    - Septic System: The work on the new septic system is going smoothly. The hatch was installed in the Genealogy Room. It will be accessed when the switch over is done. A flier, listing potential disruptions for library patrons, is posted throughout the Library.
- Departmental Highlights:
    - Abby is investigating new calendar options and hopes to make a decision soon.
    - Lauren was introduced to the Trustees tonight. She has changed the classification of Easy Reader books to Beginning Readers.
    - Pat added Memory Kits to the Reference Department. These kits are to encourage memories of childhood for people with dementia. A copy of her press release is in the Director's Report.
    - Nicole was successful in working with Verizon to add caller ID to our phones. Last year we spent \$10,000 on technology for direct patron use.
    - Sergeant Trapasso met with staff for a brief meeting about handling problem patrons.
- Statistics: Jen will include the year-to-date statistics comparing quarter to quarter.

A motion was made and seconded to accept the September 2019 Director's Report as rendered. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

#### **OLD BUSINESS**

- Jen's Draft Goals: Jen distributed a draft of her goals. The Trustees will email Bob their thoughts, so he may finalize it with Jen.

#### **NEW BUSINESS**

- MBLC Construction Program Bond Bill Hearing: Abby attended the hearing and found it to be positive. She said the legislators appreciated the Trustee's letter. Russ spoke with Mary Rose Quinn, MBLC, who said the Library Caucus made a statement supporting the MBLC's proposal. Russ will be sending the Trustee's letter to the Ways & Means Committee.
- Children's Room Staffing: Currently, the Children's Room is not staffed on Saturdays. A brief programming survey will be conducted to find out where the gaps are in our programs and services. This may enable us to fill our gaps and make a case for additional coverage. The

amount required to spend on materials (MER) is based on the number of hours we are open and the size of our community. Because we are open more hours than necessary, we could spend less on materials, after receiving approval from the MBLC. It may be possible to transfer these funds to other areas, including salaries to staff the Children's Room staffed and hold programs.

- FY21 Budget Prep: There will be a Budget Summit next month that the Trustees will attend. Jen has estimated \$10,000 to cover a Children's Librarian for 4 hours on Saturday and 4 hours on one night. Another option may be to ask for an additional \$10,000 in our substitute line. Installing a people counter at the Children's Room door would help show the actual traffic.
- Memo Regarding Selling a Piece of Town Owned Land: The abutter to a piece of town owned land is interested in purchasing it. The town sent a memo with the details.

### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 8:15 pm. The vote was unanimous. Motion passed. (Russ Boekenkroeger/Faith Honer-Coakley)

### **NEXT MEETING DATE**

Tuesday, November 12, 2019 at 6:30 pm

Respectfully submitted by Patty Nutile, Board Secretary  
November 6, 2019

Documents distributed:

- Agenda, October 3, 2019
- Draft of September 11, 2019 Minutes
- Monthly Financial Summary for August 2019
- FY2020 State Aid Detail Report as of August 2019
- Director's Report, September 2019
- Library Statistics, First Quarter FY2020
- Director's Goals through June 30, 2020, draft
- Memo from Town re: Selling a Piece of Town Owned Land